



**Request for City Council Committee Action
From the City Attorney's Office**

Date: April 19, 2002
To: Ways & Means/Budget Committee
Referral to: None

Subject: Request For Proposals (RFPs) for Court Reporting Services

Recommendation: That the City Council authorizes the City Attorney to issue a Request for Proposals (RFP) for court reporting services.

Previous Directives: None

Prepared by: Jay M. Heffern

Phone: 612-673-3272

Approved by: Jay M. Heffern
Jay M. Heffern
City Attorney

Presenter in Committee: Jay M. Heffern, City Attorney

Financial Impact (Check those that apply)

- ☒ No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)
☐ Action requires an appropriation increase to the Capital Budget
☐ Action requires an appropriation increase to the Operating Budget
☐ Action provides increased revenue for appropriation increase
☐ Action requires use of contingency or reserves
☐ Other financial impact (Explain):
☐ Request provided to the Budget Office when provided to the Committee Coordinator

Community Impact:

City Goals: Build Community

Background/Supporting Information

In 1998, the City Attorney's Office proposed that the market place be tested to ensure that the City was procuring court reporting services at a cost competitive rate. Subsequently, in 1999 the City of Minneapolis entered into two-year contracts with two court reporting firms, Kirby A. Kennedy and Associates and Part Carl and Associates. Both contracts terminated on December 31, 2000. On December 21, 2000, the City Council authorized the Office to execute amendments to extend both contracts. The current contracts will expire on December 31, 2002.

On April 15, 2002, the Permanent Review Committee approved the issuance of a new RFP for the Office's court reporting services. Because this service needs to be continued, the City Attorney's Office is proposing that the market place again be tested by seeking proposals for the Office's court reporting services. Therefore, I am requesting the City Council authorize the issuance of a new RFP for court reporting services.